

Golden Gate National Recreation Area

Department of the Interior, National Park Service

Scope of Collections Statement



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GOLDEN GATE NATIONAL RECREATION AREA

Scope of Collections Statement





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I. INTRODUCTION

A. Executive Summary

The purpose of the Golden Gate National Recreation Area (Golden Gate NRA) is to offer national park experiences to a large and diverse urban population while preserving and interpreting its outstanding natural, historic, scenic, and recreational values.

History collections include such things as original FBI evidence from the 1962 Alcatraz escape, original uniforms, accoutrements, and everyday objects from the U.S. Army, swim suits and advertising materials from Sutro Baths, architectural features from historic structures, Nike Missile Site collections, and California related materials from the former Presidio Army Museum.

Archives collections include subjects related to lands governed by the park covering the span of history from the mid-19th century through the present, and include all media types, such as architectural drawings, maps, photographs, documents, books, and oral history recordings. Representative topics include: Alcatraz and penal history in the Bay Area; Sutro Baths, Sutro Heights and Cliff House properties and history; military fortifications from the early 19th century forward; U.S. Army infantry, cavalry and coastal artillery on the Presidio of San Francisco and at multiple other sites around the mouth of San Francisco Bay; Pacific Theatre of military operations originating in the San Francisco Bay Area; military life in the 19th and 20th centuries; historic structures and cultural landscapes; farming and ranching in the Marin Headlands; Muir Woods and the early conservation movement. Archival collections support ongoing park management as well as diverse uses by both staff and the public.

Archeological collections include formally and informally recovered prehistoric and historic artifacts derived from parkland locations and from specific sites listed in the National Park Service (NPS) Archeological Sites Management Information System (ASMIS). These historic properties include two National Historic Landmarks (Presidio of San Francisco and Alcatraz Island), as well as many sites listed or eligible for listing on the National Register of Historic Places. A current list of the archeological sites recorded in the park is provided in Appendix II.

The natural history collection includes a small herbarium, insect collection, and invertebrate specimens. The park's active Inventory and Monitoring program documents significant and endangered/threatened species collected from scientific research as well as paleontological specimens. While the park only maintains a small collection, other Golden Gate NRA



natural history specimens are maintained in other repositories in California and New York State. The purpose of natural history collections is to support scientific research, resource management and education, provide baseline data of park resources, and document changes these resources are undergoing because of internal park conditions and external effects. These collections preserve locally significant species collected in response to specific research or interpretive needs, and guarantee the protection of important specimens whose preservation cannot be assured. The natural history collection is divided into three disciplines: biology, geology, and paleontology.

The history, archives, archeological and natural history collections together comprise the park's museum collection, which exists to document and support the park's significant resources, enabling legislation, the mission statement, National Register documentation, and established themes developed in park planning documents such as the draft Foundation Statement (May 2007), and the revised draft General Management Plan (2009). Objects in the collection must be related to interpretive themes and resource management objectives of the park.

B. Purpose of the Scope of Collection Statement

This Scope of Collection Statement (SOCS) defines the scope of present and future museum collection holdings of Golden Gate NRA that contribute directly to the understanding and interpretation of the park's purpose, themes and resources, as well as those objects that the Service is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the park.

C. Legislation Related to National Park Service Collections

The National Park Service's legal mandate for acquiring and preserving museum collections is contained in the Antiquities Act of 1906 (16 USC 431-433); the Organic Act of 1916 (16 USC 1 et. seq.); the Historic Sites Act of 1935 (16 USC 461-467); the Management of Museum Properties Act of 1955, as amended (16 USC 18f); the Reservoir Salvage Act of 1960, as amended (16 USC 469-469c); the National Historic Preservation Act of 1966, as amended (16 USC 470 et seq.); the Archeological and Historic Preservation Act of 1974, as amended (16 USC 469-469l-2); the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); and the National Parks Omnibus Management Act of 1998 (16 USC 5901).



D. Park History, Significance, Purpose, Themes, and Goals

The park was authorized by Congress on October 27, 1972, ("An Act to Establish the Golden Gate National Recreation Area" PL #92-589). It was established "...In order to preserve for public use and enjoyment certain areas of Marin and San Francisco Counties, California, possessing outstanding natural, historic, scenic and recreational values and in order to provide for the maintenance of needed recreational open space necessary to urban environment and planning...." Certain areas within San Mateo County were added later under separate legislation. Included in the preservation of those resources is the preservation of objects, artifacts, specimens, and archival materials associated with significant cultural and natural resources; materials required to illuminate and provide further information about those resources; materials which serve the purposes of interpretation; materials which serve as research collections; and objects and specimens which are resources and have value in and of themselves.

On January 9, 1908, President Theodore Roosevelt established Muir Woods National Monument by Presidential Proclamation (Proclamation #793) for "extraordinary scientific interest and importance because of the primeval character of the forest." Muir Woods was incorporated into Golden Gate NRA in 1972 and is an integral part with the same themes and objectives.

On October 16, 1970, just two years before the establishment of Golden Gate NRA, Fort Point National Historic Site was created by PL #91-457. Fort Point was incorporated into Golden Gate NRA in 1972. In addition, Fort Point was historically part of the Presidio of San Francisco, a unit within Golden Gate NRA.

Reference to the enabling legislation and subsequent legislation is located in the Appendix I. Following is a partial list of additional legislation that has had a significant impact on the museum collection at Golden Gate NRA:

PL #100-348 (June 27, 1988) which created San Francisco Maritime National Historical Park (San Francisco Maritime NHS) and transferred the museum and historic ships, including all maritime museum collections and staff from Golden Gate NRA to the new park.

PL #100-526 (December 29, 1988) "Base Closure and Realignment Act," which resulted in a report, prepared by a special commission and submitted December 29, 1988, to the Secretary of Defense, containing a list of military bases recommended for realignment or closure. The Presidio of San Francisco was included on that list. In April of 1989, Congress approved the report. Closure would be completed no later than



September 1995. The Presidio of San Francisco was included within the boundaries of Golden Gate NRA in its authorizing legislation but was excluded for acquisition until such time as it was no longer an active military installation. This action allowed for its transfer to the park.

PL #104-333 (November 12, 1996) "Omnibus Parks and Public Lands Management Act of 1996" [Presidio Trust Bill] which, among other actions, created the Presidio Trust, a federal corporation for the management of the Presidio of San Francisco.

The principal cultural themes introduced in the 1992 *Statement for Management* were used to guide the previous edition of the SOCS, written in 1997.

- Indigenous American populations (Prehistoric through Present)
- Spanish exploration and settlement (1776-1821)
- Mexican settlement (1821-1846)
- Westward expansion/maritime travel including early explorers and the gold rush (1776-1876)
- Military/Political affairs including Mexican War, Civil War, the Indian Wars, Spanish-American War, WWI, WWII, Korean and Viet Nam wars (1776-1995)
- Transportation including ships, lighthouses, shipwrecks and air travel (1776-present)
- Architecture and landscape architecture (1776-present)
- American ways of life including immigration, urban life, farm life and prison life (1776-1994)
- Technology and engineering including the Golden Gate Bridge, military fortifications and lighthouses (1776-1972)
- Environmental and cultural conservation including the history of the National Park Service and Golden Gate National Recreation Area, Muir Woods National Monument, and Fort Point National Historic Site (1864-present)
- History of recreation (1858-present)

While the thematic framework helps unify thinking about a variety of park sites, the thematic approach to collecting has a drawback in that it obscures the relative significance of site-associated objects. Collecting site-associated objects should take top priority, especially when they support interpretive themes. However, objects without site association but which only support a park theme are of less relative significance than those with site association.

Interpretive Theme Statements were reframed in the 2007 draft Foundation Statement which is being used to guide the revised General Management Plan (2009 draft) and the park's 2009 Comprehensive



Interpretive Plan. These theme statements (for the most part) encompass the earlier cultural themes, but do not fully reflect the broad scope of our collections which are outlined in detail throughout this document.

1. Geologic Systems: The park's fundamental natural geologic systems and processes, and the resulting effects on people and the environment, link the park to the highly visible and significant geologic forces around the world.
2. Biological diversity: In a world of diminishing biological diversity and threatened natural resources, the Golden Gate National Recreation Area preserves islands of biodiversity within and near a large urban area. The acceleration rate of global climate change threatens even these islands.
3. Military Fortifications: Coast defense posts are at the heart of the park lands, and a major reason the park is preserved. Every major type of military fortification and architecture represented here demonstrates evolving defense technology.
4. Alcatraz: The layers of history so evident on the island present visitors with a chance to understand the 155-year span of Alcatraz history—from the U.S. Army period, through the federal penitentiary era and the Native American occupation to the current NPS management of the island.
5. History: Centered on the entrance to one of the world's great harbors, the lands of the park facing the Golden Gate are associated with and still convey the feelings of the epic stream of history that flowed between its headlands. Many rich periods of history are represented at this iconic spot, from early native cultures to the present.
6. Diverse Park Settings: The park provides diverse recreational and educational opportunities. It's proximity allows an urban population to connect with nature and history.
7. Indigenous Archeological Sites: Coast Miwok and Ohlone people occupied Golden Gate parklands before Europeans arrived. Indigenous archeological sites and their content are an important heritage asset for these indigenous peoples. These sites also provide unique historical and scientific data on the lives of people and the environment before documented history.

E. Laws, Regulations, and Conventions Related to Museum Collections

Archeological collections, except inalienable and communal property (as defined by the Native American Graves Protection and Repatriation Act of 1990 [25 USC 3001-13]), recovered from within park boundaries through systematic collection are federal property and must be retained in the park's museum collection in accordance with 43 CFR 7.13 and NPS Management Policies (2006).



In accordance with the NPS Research Permit and Reporting System, permits to collect natural resource specimens state that retained specimens remain federal property. These collections are incorporated into the park museum collection and, as required by 36 CFR 2.5g, must bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog.

Other laws, regulations, directives and conventions pertinent to the acquisition of museum collections at the park include: the Lacey Act of 1900 (18 USC 43-44); the Federal Property and Administrative Services Act of 1949, as amended (40 USC 483[b]); the Federal Records Act of 1950, as amended ("Records Management by Federal Agencies" [44 USC 3101 et. seq.]); the Freedom of Information Act of 1966, as amended (5 USC 552); the Privacy Act of 1974 (5 USC 552a); the Copyright Act of 1976 (17 USC 101 et seq. [1988 & Supp. V 1993]); the American Indian Religious Freedom Act of 1978 (42 USC 1996); the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-3013); Federal Property Management Regulations (FPMR), 41 CFR 101; 410 Departmental Manual, Interior Property Management Regulations (IPMR); 411 Departmental Manual, "Managing Museum Property," Chapters 1-3; "Curation of Federally-Owned and Administered Archeological Collections," 36 CFR 79; NAGPRA Final Regulations, 43 CFR 10; "Disposition of Federal Records," 36 CFR 1228; "Protection of Archeological Resources", 43 CFR 7; "Preservation of American Antiquities", 43 CFR 3; "Preservation, Arrangement, Duplication, Exhibition of Records" (44 USC 2109); "Disposal of Records" (44 USC 3301 et seq.); Director's Order #19: Records Management; Director's Order #24: NPS Museum Collections Management; Director's Order #28: Cultural Resource Management; the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601).

F. Structures, Landmarks, and Other Park Resources Listed on National Registries

Golden Gate NRA lands comprise one of the richest arrays of cultural resources in the National Park Service. The park harbors five National Historic Landmarks, 12 National Register of Historic Places properties, and seven National Register-eligible properties. Detailed listings of the individual historic features within each of these National Register of Historic Places properties are recorded in the park's three cultural resources inventories: the List of Classified Structures (LCS), the Cultural Landscapes Automated Inventory Management System (CLAIMS) and the



Archeological Sites Management Information System (ASMIS). The park's inventories correspond substantially, but are slightly more inclusive, than the lists of historic features documented in the various National Register of Historic Places forms. The inventories therefore constitute the most complete and thorough record of the park's cultural resources (see Appendix II for a list of National Register properties and a synopsis of the three cultural resource inventories). Properties listed in these inventories include over 1,200 historic structures, nine documented cultural landscapes, and 192 recorded archeological. Among the themes and property types encompassed by the park's historic resources are Spanish colonialism, military history and architecture, conservation history, ranching history, pre-contact and historic archeology, shipwrecks and maritime history, prison history, and recreation and urban history.

The park's museum collection and its cultural resource holdings are inextricably bound. A significant measure of the 4.5 million museum objects that make up the park's collection are directly associated with this wealth of historic properties. In order to maintain the integrity of the collection and strengthen it, future collecting efforts should be focused upon items that have direct association with these historic properties, as well as with additional properties within the park that may be determined eligible for the National Register of Historic Places or added to one of the park's cultural resource inventories in the future. On occasion, isolated archeological finds are unearthed on parklands that are outside of the boundaries of National Register of Historic Places properties, and these are sometimes also worthy of accession into the park collection. While maintaining the strong connection between the park's historic resources and its collection, this strategy will in turn serve important aspects of the National Park Service mission such as preservation, interpretation and education.

G. Museum Collections and the Presidio Trust

The Presidio of San Francisco was placed within the legislative boundaries of Golden Gate NRA when the park was established in 1972. The Army identified the site for closure in 1989 and the property was transferred to the NPS in 1994. The Presidio is administered jointly by Golden Gate NRA and the Presidio Trust. The Presidio Trust is a government agency established in 1996 with jurisdiction over the structures and land in the Presidio (Area B), while Golden Gate NRA manages the bay and coastal areas (Area A). The Presidio Trust Act of 1996 further established the Board of Directors.



There are many possibilities for Golden Gate NRA and the Presidio Trust to collaborate on the long-term care of museum collections. Both agencies share preservation mandates and have great potential to use collections for educational programming, exhibits, and other outreach opportunities.

H. San Francisco Maritime National Historical Park

Golden Gate NRA was established by PL 92-589 in 1972. It incorporated a number of historic vessels and related archives and library holdings from private collections through the 1970s and 1980s. These were collectively known as “the Maritime Unit of Golden Gate National Recreation Area.” In 1988-89, this portion of the park and collections were separated into a new park unit called San Francisco Maritime National Historic Park (SAFR). SAFR staff continued responsibility for managing and caring for Golden Gate NRA collections under an interagency agreement between the two parks.

The maritime collections were transferred *en masse* from Golden Gate NRA to San Francisco Maritime NHP. When it was later determined that many of these collections actually related more to Golden Gate NRA, some were transferred back to the Golden Gate NRA collection. Throughout this time of transfer and re-transfer, documentation became scattered and incomplete. The collections of the two parks continued to be housed together for many years. Only after the incorporation of the Presidio into the park were arrangements made to re-build a museum/archives program for Golden Gate NRA. The Golden Gate NRA library was transferred from SAFR in c.1995-1996. Golden Gate NRA archives collections were transferred c. 2001-2002. The object collections continue to be co-mingled.



II. TYPES OF COLLECTIONS

The significant park resources, interpretive themes and resource management goals and objectives stated in the introduction provide direction for the acquisition of museum objects. The following guidelines will prevent arbitrary and excessive growth of the collection, while ensuring that it remains relevant to the park's mission.

A. Cultural Collection

The purpose of this collection is to increase knowledge and inspiration among present and future generations through exhibits, research, and interpretive programs. Objects and archival collections with direct association to the park are more desirable for inclusion within the collection than similar items without such primary significance. The cultural collection is subdivided into three disciplines: archeology, history, and archives and manuscripts. The following list identifies, by discipline, object types appropriate to the park's museum collection and, as needed, notes the current representation in the collection.

1. Archeology

Archeological collections result from discovery, park historic research, and the regulatory management of cultural resources. Monitoring of ground disturbing projects, response to criminal investigations, field finds by park staff and visitors, and formal archeological test excavations are among many undertakings in the park that produce archeological field collections.

a. Artifacts and Other Specimens

1) Indigenous Materials. There are currently 31 indigenous sites identified within parklands that contain irretrievable scientific and historical information, and/or are considered to have heritage values. Current collections include formally recovered fishing, hunting, and processing tools made from flaked and ground stone, as well as bone and shell remains. Indigenous sites span from 100 AD to the Spanish occupation of the latter 18th century.

2) Historic Materials. The collection at Golden Gate NRA contains historic archeological remains from every episode of its history (1776-1958). There are currently 161 historic period archeological sites identified in the park. Eighteen of those sites are historic shipwrecks. The museum collections contain military artifacts recovered from Spanish Colonial, Mexican Republic, and U.S.



Army historic sites, representing household, corporate, institutional, and/or specific functions.

3) Other Specimens: The park manages soil samples and other pertinent environmental residues recovered from archeological or geotechnical studies. Collections also include historic shipwreck, structural, and building fabrics recovered from significant archeological or historical settings.

b. Surface and/or Field Finds

While staff and visitors are prohibited from picking up surface artifacts, such objects, and documentation regarding their discovery location, are often collected at Golden Gate NRA due to a concern for the loss of these often rare items in an urban environment. Such finds may be found on the ground surface or within buildings and structures. Staff and visitors are informed of the intrinsic value of even isolated discoveries and directed to report these items to park staff. When surface finds are removed from their original location, they are accessioned into the collection and cataloged once they have been determined to be of archeological or historical interest. Catalog data documents who recovered the artifact, when it was recovered, why it was recovered, a map showing the location where the artifact was discovered, and any other pertinent data. Other field finds that are archival in nature (e.g., documents or ephemera) require notification to the park curator or archivist for disposition.

c. Associated Field Records

All original records associated with archeological collections are retained as part of the museum collection. These records include field notes and catalogs, daily journals, drawings and maps, photographs and negatives, slides, sound recordings, raw data sheets, instrument charts, remote sensing materials, collection inventories, analytical study data, conservation treatment records, and computer documentation and data, as well as any other documents generated through archeological activity.

d. Types of Objects Not Collected

All field collections are assessed to determine whether materials need to be made part of the museum collection. The Golden Gate NRA Archeology Lab evaluates each field collection for culling and removes unnecessary artifacts or other materials before they are catalogued for permanent retention. Records on the culling



process and photographic documentation are kept on all removed objects. These records are retained as part of the Associated Field Records of the archeological program.

e. Future Collections Activity

The primary focus of the park is to develop and maintain archeological collections derived from sites within Golden Gate NRA. Partnering with other organizations or agencies in managing non-park provenienced archeological collections will be considered if these actions are feasible and will promote the preservation of otherwise threatened artifacts and data of relevance to significant resources.

2. History

The history collection currently includes objects that represent the U.S. military, coastal fortifications, California history, maritime aids to navigation, architecture, prison life, and westward expansion.

a. Uniforms

The park has many uniforms in the collection related to the US military. While many of these are valuable due to age and rarity, those with better provenance to individuals, particularly individuals associated with the nine military posts located within Golden Gate NRA boundaries, are of more value to the park. Future collecting in this area will focus on uniforms and parts of uniforms that have documented provenance. The park will refrain from collecting general issue (GI) uniforms not associated with park historic sites.

b. Furnishings

The park collects furniture (or furnishings) that have direct provenance with Golden Gate NRA sites such as bowling alley materials and gym equipment from Fort Baker. Those furnishings lacking provenance that were inherited from the Army Museum exhibits, or furnishings used in the museum's public spaces will be deaccessioned. The park refrains from accessioning and cataloging general issue (GI) furnishings not associated with park historic sites. These are limited to representative samples of each, while large quantities of bunks, trunks, and mattresses (for example) are maintained as interpretive props. Also in this category are materials that were collected specifically for historically furnished spaces such as the barber chairs for the Alcatraz cell block, and stoves for



the barracks at Fort Cronkhite. Interpretive props are addressed in the Deaccession section below.

c. Nike Missile Site Collection

Large historic weapons such as Nike missiles are rare and valuable, particularly because there are only select institutions that both want them and have the facilities to care for them. The bulk of this Golden Gate NRA collection (225 items) was assembled by park volunteers during the early 1990s when Nike sites were being decommissioned throughout the country. The goal was to assemble parts from various Nike sites to outfit one site fully and make it operable for interpretive programs. All materials were accessioned and cataloged into the collection knowing they would be used consumptively, and without culling representative samples. Nike volunteers also accepted 20 truck loads of excess property (many duplicate items) presumably to keep the site up and running. Some of these objects were accessioned and cataloged while others were not. The excess property is now mixed with Nike Site and other museum collections.

The park will conduct a 100% inventory, separate excess property from cataloged collections, and deaccession duplicative and consumptive use materials. Focus will be on retaining or collecting representative examples of different object types. It will be important to work closely with the Nike volunteers to coordinate stewardship of this collection while supporting the parks unique site specific interpretive program.

d. Architectural Features

The park has a collection of building and landscape architectural elements cataloged into the collection, some of which have more integrity than others. When original fabric is removed from any historic structure during rehabilitation, such as Fort Baker, representative character-defining features of the removed fabric will be preserved in the museum collection along with any associated documentation. At present the collection includes statuary from Sutro Heights, historic doors from Fort Point and architectural features from Alcatraz. There are also duplicates of oversized doors from Fort Mason. New accessions in this area will be judicious and care will be taken not to duplicate types of historic fabric already represented in the collection. In the future, the park curator, historical architect, and other appropriate staff will collaborate with maintenance during rehabilitation projects to identify what character-defining features ought to be retained for



the collection, which features can be relocated to a bone yard for future use, and what should be discarded. Guidelines written by the Northeast Museum Services Center and found in Appendix III can aid in the evaluation process.

e. Cannon and Historic Ordnance

The park has a collection of 31 ordnance located throughout the park. Of these, many are cannon and fixed in place. The NPS *Museum Handbook, Part II, 4:22*, states that we do not catalog fixed outdoor monuments because the List of Classified Structures defines these as structures. Using these guidelines, the park will deaccession fixed monuments (or cannon), and consider relocating ordnance that can be moved to Area A of the Presidio, or other parts of the park.

f. Types of Objects Not Collected

The park refrains from collecting contemporary objects such as T-shirts, or coffee mugs with park graphics such as the Michael Schwab images, as these materials are not unique. When these kinds of materials are deemed significant, they are collected with discretion. This includes replicas of museum collection items reproduced for sale in the Golden Gate National Parks Conservancy gift shops. An important distinction is made between the contemporary materials described above and commemorative materials that document an anniversary, which are acquired for the museum collection with discretion.

g. Future Collections Activity

Future collections activity in this area will concentrate on the acquisition of outstanding examples of objects currently not represented in the collection, which meet the criteria referenced above and clearly correct an interpretive or research deficiency noted in the park's draft *General Management Plan* (2009), draft *Long-Range Interpretive Plan* (2009), future exhibit plans, or other planning documents. This will ensure that the history collection is relevant to the interpretive and research needs of the park.

3. Archival and Manuscript Collection

Policy and procedures for archival collections are outlined in NPS Management Policy (2006), Museum Handbook, Part II, Appendix D: Archives and Manuscript Collections. In general, NPS archives follow



the Basic Manual Series published by the Society of American Archivists for archival policy and procedure. Policy and procedures for NPS records management are outlined in NPS Management Policy (2001), Director's Order 19: Records Management (2001); Records Management Handbook (2005) and Appendix B: Records Disposition Schedule (2005).

a. Army Records

A major portion of the archives holdings of Golden Gate NRA consist of U.S. Army records transferred to the NPS under the series of Legislative Subagreements during the transition of the Presidio of San Francisco to the NPS, 1989-1994. Records identified by NPS staff as significant to future management of former army facilities and interpretive themes were received from the Army during the transition period. This resulted in a physical transfer of approximately 3000 cubic feet of textual records and 60,000 maps and architectural plans. These records are related to the Presidio of San Francisco, Forts Mason, Baker, Barry, Cronkhite, Funston and Miley; Nike missile sites in the San Francisco Bay Area; medical facilities including the Letterman Army Medical Center, the Letterman Army Institute for Research, and the U.S. Public Health Service Hospital, and other related topics. Many records have ongoing value to the study of historic structures, management of cultural landscapes, and documentation of past conditions and military activities at various sites.

b. Photographs and Negatives

The Park Archives has thousands of image materials in its holdings, ranging in date from c. 1860 to the present. Some of these are stand-alone photograph collections, assembled by various entities including the Army, the Presidio Army Museum, park interpretive staff, and other photo collectors and creators. These photo collections represent every type of still image media, from glass plates to digital images. There are also many photographs incorporated into mixed collections of personal papers, organizational and business archives, as well as small collections consisting of one or two images from various sources. The photo collections are one of the richest resources of the park archival holdings and support many uses both within the park, and from the outside researcher. Photos dating from c. 1860s to 1972 are incorporated for reference use in a photo binder system, by topic or geographical area for ease of researcher use. Photos dating from 1973 forward are not included individually in the photo binders, but may be incorporated by reference under a specific



topic cross-reference page so the researcher may locate them for use.

c. Oral History Collection

The park Oral History collection dates back to the 1970s, beginning with extensive recordings of interviews with Alcatraz Correctional Officers, former prisoners, and members of Alcatraz staff families who grew up on the island. There are some 200 individual interviews pertaining to Alcatraz in the collection, though some of these are low sound quality and are minimally useful. The park archives also houses many other oral history interviews on magnetic tape relating to various topics appropriate to the park. All interviews are abstracted and are available for research use. Selected interviews have been fully transcribed and the transcription is also available for use in the archives reading room. The park continues to create oral history interviews for deposit in the archives. More recent topics recorded include: Presidio social and organizational life, especially at the time of base closure; coastal defense; lighthouse keepers/families; Nike Missile Site staff, and longtime resource management staff.

d. Building Documentation

By far the largest portion of the archives holdings is building documentation, in the form of architectural plans, textual project files, or photographs. These records are predominantly from the Army and make up the bulk of the oversize collection. This is also the most heavily used component of the collection. While these are considered active records by definition of the National Archives, they are managed and housed as archives.

e. Special Collections and Park Archives

The archives collects manuscript and archives collections from private donors and organizations, and park-generated permanent records pertaining to resource management. Many of these collections are Field Collections; items/materials found in the park and turned over to the archives for management. Park permanent resource management records accessioned into the museum collections are identified as Field Collections. The park archives also acquires under this category specific research collections, i.e., research materials identified and obtained in the course of a park resource management project.



f. Park Publications

The park archive is developing a collection of park publications, reports, and ephemera related to management of parklands. At present the collection is not formally accessioned.

g. Types of Materials Not Collected

The park refrains from accessioning and cataloging widely available published materials, unless directly associated with an eminent figure or event in the park, such as an author-autographed copy of a film or document. Copies of materials found in other archival repositories are evaluated based on their associative value to the collection, and the benefit to researchers. These materials are not necessarily accessioned and cataloged into the collection but may be kept in catalog record files, or the subject "vertical file" maintained by the park archives. The vertical file typically houses copies of articles from published sources, brochures, programs of an informational nature, etc. Exceptions include research papers assembled by an individual, photographs loaned by a donor specifically for copying for the collection, ephemera, and commemorative materials that have direct provenience to the park.

h. Park Records Management Program and Transfer to Park Archives

In addition to the accessioned and cataloged park archives collections, the Park Archives and Records Center houses the park records management program. This program receives inactive park records from staff all over the park. Many of these records are temporary per the General Records Schedules published by the National Archives and Records Administration (NARA) and are maintained at PARC for the designated retention period and then destroyed. Many records transferred from park staff are permanent in nature per the National Park Service Records Management Schedule, NPS-19 (Appendix B). Permanently valuable park records, including records documenting administrative and legal actions and resource management records, will transfer out of the Records Center at an appropriate time in their life cycle. Resource management records are accessioned and cataloged into the permanent museum collection and remain in the park where they are readily accessible to park staff for the ongoing management of resources.



i. Future Collections Activity

Significant areas for future collecting include resource management records, such as cultural and natural resource project records, digital image files, and the research collections of retiring staff.

4. Ethnology

The park currently has one ethnographic object cataloged, a Mission basket with no direct provenience to the park. The park American Indian Liaison will contact the appropriate group before acquiring of any ethnographic materials relating to activity and/or settlement in what are today's parklands.

NAGPRA Compliance: The park's museum collection does not include unassociated funerary objects, sacred objects or objects of cultural patrimony as defined by the *Native American Graves Protection and Repatriation Act of 1990* (NAGPRA).

B. Natural History Collection

These collections include materials from the disciplines of biology (herbarium, mammals, birds, reptiles and amphibians, and fish), geology and paleontology.

1. Biology

Natural history specimens currently represent 0.05% of the Golden Gate NRA museum collection. Considering the size of the park at 75,520 acres as of 2008 with 59 miles of coastline, seven distinct watersheds, 19 separate ecosystems, and 1333 certified plant and animal species with 80 of them sensitive, rare, threatened or endangered, the park's natural resource collection is small and inadequate. Additionally, Golden Gate NRA has the fourth largest number of federally protected species in the National Park System.

The museum management's attention has been focused primarily on the cultural resource collection. As a result, the natural resource collection is not well managed. The 2008 version of the park's museum Collection Management Report listed the natural resource



collection at 1074 cataloged with 799 remaining to be backlog cataloged. The cataloged specimens are currently stored at the San Francisco Maritime museum collection storage facility, and the rest at the Natural Resource facility in Fort Cronkhite, Marin Headlands.

Based on the information provided in 2008 by David Press, Data Manager of the San Francisco Bay Area Network Inventory and Monitoring Program, the following institutions house Golden Gate NRA natural history specimen collections:

- California Academy of Science, San Francisco
- Carl W. Sharsmith Herbaria, San Jose State University
- The University and Jepson Herbaria, University of California, Berkeley
- Personal Herbarium of D.M. Wright, Arcata, California
- Rancho Santa Ana Botanical Gardens, Claremont, California
- University of California, Berkeley, Museum of Vertebrate Zoology
- University of California, Los Angeles, Herbarium
- University of California, Santa Barbara, Herbarium
- University of California, Berkeley, Natural History Museum
- Cornell University, Ithaca, New York
- Santa Barbara Botanic Gardens Herbarium, California
- Humboldt State University Herbarium, Arcata, California

The Golden Gate National Recreation Area Resource Management Plan (Dec 1999) does not highlight natural history collections, or even emphasize their importance. Golden Gate NRA Museum Management staff is beginning to work more closely with the Natural Resource staff to identify collection management needs, monitor collections generated by permits, establish relationships with repositories that hold Golden Gate NRA collections, and care for the small collections that are retained in the park. A Natural History Collection Survey is scheduled to take place in fiscal year 2010. The goal of this survey will be to identify collection management needs, gaps to address in future collecting, identify existing collections, and ensure the park knows where data generated from NPS Golden Gate NRA collections are located, no matter where the collections are physically stored.

The development of the natural history collection and its significance play a potentially important role world-wide not only in illustrating the park's lead in the preservation of the highly diverse natural resources but also in demonstrating how climate change could affect the biodiversity of the natural resources, the effort on the preservation of the flora and fauna and the survival of endangered and threatened species.



2. Paleontology

Paleontological resources (fossils) are any remains of past life preserved in a geologic context. There is currently one paleontological specimen in the park museum collection, a fossil from Alcatraz Island.

3. Geology

Currently the park only has nine geology specimens listed on the 2009 Collection Management Report. A recent survey of the parks within Golden Gate NRA found abundant fossil resources, many of which have provided valuable information about the geological history of the area. Notably, tropical and sub-tropical species of zooplankton found in the chert of the Marin Headlands indicate that these rocks formed between 100-200 million years ago, and traveled to their current location from as far away as the equator.

While baseline geological and paleontological information is being gathered for the NPS National Inventory and Monitoring Program and the NPS Geologic Resources Division, very few specimens have been collected and cataloged into the park museum collection. A survey of the park's natural history collection will be conducted in 2010. This survey may reveal geological and paleontological specimens collected in the park but maintained in other repositories. If so, the park will ensure these specimens are cataloged and added to the park museum collection database.

4. Future Collections Activity

Natural history specimens must support the following goals to ensure that only well-documented and appropriate specimens are retained. Future growth of the collection should be restricted to specimens and associated records generated through:

- a. Authorized scholarly research and selective acquisition based on:
 - Needs identified in the park's revised General Management Plan (draft 2009), Resource Management Plan (1999), and other applicable park planning documents and resource studies.
 - Servicewide initiatives such as the Natural Resource Challenge.
 - Understanding, promotion and stewardship of the park's ecosystem.



- b. Inventorying and monitoring activities
- c. Regulatory and compliance activities such as those mandated by the National Environmental Policy Act of 1969 (NEPA), as amended.

Scholarly research may be conducted by park or non-park scientists. All collecting activities must be in compliance with 36 CFR 2.5, the Research Permit and Reporting System, Director's Order #77: Natural Resource Protection (under development), and NPS *Natural Resources Management Guideline* (1991). All researchers must comply with applicable State and Federal laws regulating collecting, documenting collections, and other associated activities. No researcher (including park staff) can collect in the park without first obtaining a signed permit. The collections section of the permit application must be completed, documenting where collections of specimens and associated records will be housed. Questions related to collecting within the park should be addressed to the park's research coordinator.

Projects generating collections must fund related accessioning and cataloging to document and provide access to and use of Natural History collections. This activity informs park resource management and advances science.



III. ACQUISITION

The park acquires objects for its museum collections by gift, purchase, exchange, transfer, and field collection. Acquisition of museum objects are governed by the park's ability to manage and preserve them according to NPS *Management Policies* (Dec 2000), Chapter 5; the standards for managing museum objects in Director's Order #28, *Cultural Resource Management* (1998) and *Cultural Resource Management Guideline* (1997); revised Special Directive 80-1, "Guidance for Meeting NPS Preservation and Protection Standards for Museum Collections," (Mar 90), and the NPS *Museum Handbook*, Part I, Museum Collections.

In accordance with NPS policy the park discourages gifts with restrictions or limiting conditions. Incoming loans are acquired only for a particular purpose such as research or exhibition, and for a specified period of time. Museum objects are acquired, accessioned, and cataloged in accordance with the NPS *Museum Handbook*, Part II, Museum Records.

The acquisition of firearms included on the Bureau of Alcohol, Tobacco, and Firearms (ATF) list of prohibited/restricted weapons requires concurrent review by the regional curator and regional law enforcement specialist.

The park Superintendent, by delegation, represents the Director and the Secretary of the Interior in accepting title to and responsibility for museum objects. The Superintendent bears the ultimate responsibility for the acquisition and proper care and management of the museum collection. The Superintendent has delegated the day-to-day care of the collection to the Supervisory Curator.

Golden Gate NRA established a Museum Acquisition Committee (MAC) in October 2004 to collectively evaluate and approve potential acquisitions for the permanent museum collection. The second purpose of the committee is to evaluate existing collections for potential deaccession. The committee name was changed to Museum Advisory Committee in January 2008. All decisions made by the committee are predicated on the information found in the approved park Scope of Collections Statement. A Standard Operating Procedures (SOP 611) Museum Acquisitions Committee—Role and Function Statement and Procedural Guideline (10/24/2004) will be revised to reflect the information contained in the current SOCS.

All acquisitions must receive formal approval from the Superintendent or their designee, before they can be accepted into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the Museum Management Program. The Registrar prepares, for the Superintendent's signature, all instruments of conveyance, and letters of



thanks, acceptance, or rejection, and transmits them as appropriate, to the donor, lender, vendor, or other source of acquisition.

Donors of Native American cultural materials, or historic archeological collections must be able to demonstrate legal title to the materials and prove that they were not illegally removed from public lands. Gifts of this type of material are not ordinarily accepted unless they have been collected in a scientific manner or have adequate provenance data associated with them.

IV. DEACCESSION

Deaccessioning is meant to be a cumbersome task that is not to be taken lightly. There are objects currently in the Golden Gate NRA collection that were accessioned in error. Consequently, each item, or assemblage of artifacts needs to be evaluated for deaccession on a case-by-case basis by the Museum Advisory Committee.

A. Interpretive Collections and Props

No interpretive prop used in the park should be accessioned or cataloged into the park museum collection. This includes replicas made for interpretive demonstrations and materials that park staff acquire for display (in the Alcatraz hospital or the Nike Missile Site for example) to enhance the visitor experience. Items such as these that were cataloged in the past will be systematically deaccessioned. Many of these props are valuable and can be maintained and accounted for by detailed photography and 100% inventory lists.

B. Exhibit Props and Partner Collections

All exhibition aids, i.e. display panels, photographs, dioramas, and other display art produced in connection with an exhibit will no longer be accessioned and cataloged as museum objects. In the past these types of collections were accessioned in error (from the former Army Museum) and now need to be deaccessioned. This category of materials also includes items that the Golden Gate National Parks Conservancy (or other partners) commission for movie props, or purchase for exhibit. Instead of cataloging these materials into the park museum collection, partners will have sole responsibility for the care and security of these materials.



V. USES OF THE COLLECTION

The park's museum collection may be used for exhibits, interpretive programs, research, publications, or other interpretive media. The primary consideration in the use of museum objects is the conservation of each object in question and of the collection as a whole.

In accordance with NPS *Management Policies* (Dec 2006), Chapter 7, and NAGPRA, the park will not exhibit Native American disinterred skeletal or mummified human remains or photographs or replicas of them. There will be no display of grave goods or other objects if Native Americans who are culturally affiliated with them object to such exhibit.

Researchers and other specialists may examine objects and archival materials under the conditions and procedures outlined in the Golden Gate NRA Museum Collections Access Request and One Time Use Agreement, and the Archives Research Use and Access Policy.

Any interpretive use defined as consumptive must be authorized in advance, as outlined in Director's Order #28, *Cultural Resource Management* (1998), *Cultural Resource Management Guideline* (1997), and Director's Order #6, *Interpretation and Education* (2002). The use of reproductions is preferred to the consumptive use of original objects.

Destructive analysis is a legitimate use of museum collections for approved research purposes when the impact is minor or when the object is common, in which case approval by the Superintendent is required. If an object is rare or significant, a request for destructive analysis should be reviewed by the Regional Curator and must be approved by the Regional Director, as outlined in Director's Order #28, *Cultural Resource Management* (1998) and *Cultural Resource Management Guideline* (1997).

Objects may be loaned out to qualified institutions for approved purposes in accordance with NPS *Museum Handbook*, Part II, Chapter 5, Outgoing Loans. Institutions must meet minimal museum standards for security, handling, and exhibition of NPS museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to loans of museum objects, including shipping and insurance, will normally be assumed by the borrower.

Photographs of museum objects are made available on a limited basis to provide an indirect use of the museum collection through publications and exhibits. Many of the park's artifacts have been illustrated in publications (electronic and paper).



All exhibits containing museum objects must have proper security, appropriate environmental controls, and proper mounts to ensure the long-term preservation of the objects.

VI. RESTRICTIONS

Restrictions in addition to those applying to the use of the museum collection outlined in Section V of this statement are as follows:

In accordance with NPS *Management Policies* (2006) 7.5.6. "Consultation" and 5.3.5.5 "Museum Collections," and DO #24: NPS Museum Collections Management, curatorial staff should consult with traditionally associated peoples and other cultural and community groups for whom the collection has significance. Archeological objects in the museum collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR 79, Section 79.10(c), "Curation of Federally-owned and Administered Archeological Collections." Requests to borrow non-archeological material for religious ritual or spiritual activities will be addressed on a case-by-case basis.

The park will not approve research on human remains and associated funerary objects without the consent of the affected group(s).

The park will not knowingly be a partner to or encourage in any way the trafficking in illicitly or unscientifically collected materials.

NPS *Management Policies*, (Dec 2006), Chapter 5, states that:

Under certain circumstances, and to the extent permitted by law, information about the specific location, character, nature, ownership, or acquisition of cultural resources on park lands will be withheld from public disclosure.

To the extent permitted by law, the Service will withhold from public disclosure (1) information provided by individuals who wish the information to remain confidential, and (2) the identities of individuals who wish to remain anonymous and who are protected from release by exemption under FOIA.

Inquiries to the park of this nature will be referred to the regional Freedom of Information Act (FOIA) and Privacy Act Officer for consultation and possible review.



Restrictions may be placed on the publication of images or manuscripts in the museum collection if these materials are subject to copyright, and this right has not been signed over to the National Park Service.

All endangered, threatened, or rare plants and vertebrate and invertebrate animals will be collected only when accidentally killed or when dead from natural causes. The collection of threatened, endangered, or rare plant and animal species will comply with NPS *Management Policies* (Dec 2006), be in accordance with the provisions of the Endangered Species Act of 1973, as amended, and will be strictly limited according to the applicable rules of the U.S. Fish and Wildlife Service.

Final disposition of type specimens will be determined at the Servicewide level and will adhere to recognized conventions established for specific disciplines.

VII. MANAGEMENT ACTIONS

This Scope of Collection Statement must be reviewed at minimum every five years and, when necessary, will be revised to remain supportive of and consistent with any changes in the park's mission or conditions.

The park has identified the need for a number of planning documents in the NPS Checklist for the Preservation and Protection of Museum Property. These include:

- Collection Management Plan
- Natural History Collection Survey
- A variety of Collection Condition Surveys
- Collection Storage Plan
- Integrated Pest Management Plan
- Revised Housekeeping Plan
- Revise Archeological Overview and Assessment





APPENDICES

- Appendix I Enabling Legislation
- Appendix II List of Golden Gate NRA Cultural Resources
- Appendix III Architectural Fragments





Appendix I – Enabling Legislation

Legislation for Golden Gate National Recreation Area as of October 2000

Public Law #	Title	Summary	Date	Page
92-589	Golden Gate National Recreation Area, Calif.	This act establishes the purpose of the GGNRA, delineates the composition and boundaries, describes the acquisition policy and administration, creates an advisory committee, and discusses appropriations.	10/27/1972	10
93-544	Golden Gate National Recreation Area, Calif., additional land	Amended the act of 10/27/72 to include the acquisition of contiguous lands in southern Marin, Muir, and Stinson Beaches. (Oakwood Valley, Tennessee Valley, Wolfback Ridge, and Haslett Warehouse)	12/26/1974	15
94-389	California Tule elk population, preservation	Establishes a Federal objective in preserving Tule Elk population in California. Mandates cooperation between federal agencies in making land available and suggests Point Reyes as a viable location.	8/14/1976	16
95-625	National Parks and Recreation Act of 1978	Expanded boundaries in Marin and San Francisco (Lagunitas Creek watershed, Devils Gulch, Cheda, McIsaac, Zanardi, and Rogers ranches). Strengthened continued use and occupancy provisions for agriculture, and limited new construction. It also established the ability to obtain proceeds from rental space in the warehouse, Cliffhouse, and Louis' restaurant. It increased the park's advisory commission from fifteen to seventeen. (Note: references conflict with re: to which law has the acquisition of Samuel P. Taylor)	11/10/1978	25
96-199	National Parks and Recreation Act of 1978, amendment	Expands park boundaries including Samuel P. Taylor Park, Gallagher, Ottinger, and Giacomini ranches. Included the waters of Tomales Bay and increased park's acquisition ceiling while reducing its development ceiling	3/5/1980	32
96-203	Hot Springs, Ark., land conveyance	Authorizes the Interior Dept. to acquire whaling artifacts for the Maritime Museum	3/10/1980	33
96-344	Historic Sites, Buildings and Antiquities Act, administration improvement	Added the acreage of the McFadden, Genazzi and Martinelli ranches. Extended the terms of the advisory committee from three to five years. Recommended Sweeney Ridge for addition to GGNRA	9/8/1980	34

GOLDEN GATE NATIONAL RECREATION AREA

Scope of Collections Statement



96-607	National Park System, amendment	Adds Sweeney Ridge and increased membership of the advisory committee from seventeen to eighteen.	12/28/1980	35
98-28	Golden Gate National Recreation Area, dedication to Congressman Phillip Burton	Dedicates GGNRA to Congressman Burton	5/10/1983	36
99-395	National Maritime Museum	Authorizes the Interior Dept. to use funds from rental of drydock to fund restoration and maintenance of the National Maritime Museum collection	8/27/1986	37
100-348	San Francisco Maritime National Historical Park Act of 1988	Establishes the SF Maritime Museum as a separate entity reducing the boundary for the GGNRA	6/27/1988	38
100-526	Defense Authorization Amendments and Base Closure and Realignment Act	The Presidio is slated for closure as an active military base and will be transferred to the NPS	10/24/1988	43
	Central California Coast Biosphere Reserve			55
102-299	Golden Gate National Recreation Area Addition Act of 1992	Addition of the Phleger Estate	6/9/1992	63
102-525	Advisory Committee	Extension of Golden Gate National Recreation Area Advisory Committee	10/26/1992	64
102-580	Presidio Transition	Authorization for technical assistance in transition process and search for opportunities.	10/31/1992	65
103-160	Defense Authorization	Restrictions on land transaction relating to the Presidio.	11/30/1993	66
103-175	Letterman-LAIR Complex at Presidio.	Authorization to negotiate for all or part of the Letterman-Lair complex at the Presidio.	12/2/1993	68
103-337	Defense Authorization	Repeal of restrictions on land transaction relating to Presidio.	10/5/1994	69
106-113	Consolidated Appropriations for FY ending 9/30/2000	Exemption of all taxes and special assessments, except sales tax. Such areas of Fort Baker shall remain under exclusive Federal jurisdiction.	11/29/1999	70
106-291	Dept of Interior appropriation	Authority for fee-based education, interpretive and visitor service functions within the Crissy Field and Fort Point areas of the Presidio.	10/11/2000	71
106-350	Golden Gate National Recreation Area Boundary Adjustment Act of 2000	Additions as depicted on map "numbered NPS-80,076, and dated July 2000/PWR-PLRPC"	10/24/2000	73



Appendix II – List of Golden Gate NRA Cultural Resources

National Register Properties

(Note: In addition to the properties listed below, those features listed in the park's cultural resource inventories--List of Classified Structures, Cultural Landscapes Automated Inventory System and Archeological Sites Management Information System--comprise the entirety of properties managed as cultural resources within the park).

National Historic Landmarks

The Presidio of San Francisco
Fort Point National Historic Site
San Francisco Port of Embarkation
Alcatraz Island
San Francisco Bay Discovery Site

Properties on the National Register of Historic Places

Forts Baker, Barry and Cronkhite
Fort Mason Historic District
Point Lobos Archeological Sites
Six-inch Gun No. 9 (Baker Beach)
Fort Miley
Muir Beach Archaeological District
Muir Woods National Monument
S.S. Tennessee Shipwreck site and remains
King Phillip/Reporter site and remains
Camera Obscura
Point Bonita Light Station
Olema Valley Historic District

Properties Formally Determined Eligible for the National Register of Historic Places

Golden Gate Bridge
Sara Seaver Randall House
Hill 640 Military Reservation
Golden Gate Dairy
Hillwood Camp
Miwok Ranch
Point Bonita Lifesaving Station



Description of Park Cultural Resource Inventories

(Note: Access to, or information from, these databases should be obtained by first contacting the Chief of the Division of Cultural Resources)

List of Classified Structures (LCS)

The LCS is a computerized inventory of all historic and prehistoric structures, in which the NPS has, or plans to acquire, any legal interest. These structures must have historical, architectural or engineering significance. Structures listed on the LCS must meet one of the following criteria: either the structure is listed individually or is eligible for the National Register or the structure is a contributing element of an historic site or district that is listed or is eligible for the National Register. In addition, the LCS includes other structures; ones that have been moved or reconstructed, commemorative structures, and structures which have achieved significance within the last fifty years that are managed as cultural resources.

Cultural Landscapes Automated Information System (CLAIMS)

CLAIMS is a comprehensive inventory of all historically significant landscapes within the National Park System. It is an evaluated inventory that provides baseline documentation for cultural landscapes. It documents general descriptive information, existing documentation, and management information. CLAIMS looks at the physical development and historical significance of the landscape, including eligibility for the National Register of Historic Places. Existing and historic characteristics that contribute to the significance are described and evaluated. They include characteristics such as natural systems, spatial organization, land use, vegetation, circulation, structures, and views. The inventory program also assesses the integrity and condition of the landscape. Information is gathered primarily from secondary sources and through field surveys of the landscape.

Archeological Sites Management and Information System (ASMIS)

ASMIS is the National Park Service's database for the basic registration and management of park prehistoric and historic archeological resources. ASMIS records contain data on site location, description, significance, condition, threats to, and management requirements for known park archeological sites. It serves as a tool to support improved archeological resources preservation, protection, planning, and decision-making by parks and support offices.



Appendix III – Architectural Fragments

Northeast Museum Services Center

Briefing Paper

Architectural Fragment Collections

Issue

According to NPS-28: Cultural Resource Management Guideline, Chapter 8, B2c (p. 120): "...all field notes, primary documents, original maps, drawings, photographs, material samples [of architectural elements], and oral histories generated during the resource management are organized and preserved as archival material or museum objects in consultation with the park or support office curator." Most parks in the Northeast Region maintain historic architectural elements removed from historic structures. While most of the architectural materials and associated documentation are maintained as museum collections, others are found outside of the museum collection awaiting reuse or policy decisions. Park-defined procedures are required to properly maintain and protect these collection items.

Action

1. Include information in the park's Scope of Collection Statement about the significance of historic structures within the park. Provide examples of items to be selected for the museum collection and clearly distinguish between those materials that will be retained for reuse. Address the need for documentation of fragments to be an integral component of the collection material.
2. During work on historic structures, convey the collecting criteria stated in the scope of collection to contractors and others who conduct the work to ensure the smooth transition of architectural fragments into the museum collections. Indicate that all documentation must accompany historic building materials when they are conveyed to the curator.
3. In conjunction with the historical architect, curator, craftsmen and park maintenance staff, assess new and existing architectural fragments to determine priority items and representative samples that need to be maintained in the museum collection. Questions to consider during the analysis:
 - Is the fragment a character-defining feature?
 - Is the fragment unique? Or, is the fragment an additional sample of a typical architectural feature?
 - Is the fragment documented? If not, is there sufficient information extant to document the material?
 - What is the condition? Can it reasonably be preserved or is the condition too deteriorated?
 - Is documentation of the object sufficient if retention is not recommended or feasible?
4. If material can be conclusive determined to fall outside the scope of collections or park collecting criteria, document the items and then deaccession or dispose of the material.
5. If the material fits within the scope of collections or park collecting criteria, accession, catalog and store the fragment and associated documentation based upon NPS policy.

Prepared by Giles Parker (NMSC Deputy Director) – October 2002